



PENNSYLVANIA STATE BOARD – 2011-2013

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August 20, 2011

Dear Sisters:

My name is Ellen McCrane and recently, I was honored to be elected to the office of State Secretary for the Pennsylvania State Board at the convention in King of Prussia.

You are receiving this emailed letter if you are the President of a division or county as well as the Secretary of the county. This is also being sent to Financial Secretaries of all divisions. According to our constitution, the task of keeping the membership list lies with the Financial Secretary of the division.

If you are in a division with a county board structure, it is very important that the county board secretary is informed of any address, telephone or email changes for your division officers. She, in turn, will advise me at the state level.

If you are in a division without a county board structure, please email any updates directly to me at the state level. We are trying to keep costs down so the preferred method of communication with you will be via email. Officers on the state board may need to do a mailing associated with their position to alert their division and county counterparts of changes to the position's process or to mail annual report forms. That is why it is so important to have correct officer information.

Membership Annual Reports (if county board structure)

- *Mailed to county secretary in latter part of 2011*
- *County secretary mails to division financial secretary*
- *Division financial secretary completes and returns to county secretary by 1/15/2012*
- *County secretary completes and sends combined reports to state by 2/15/2012*
- *State secretary sends to National Secretary by 3/15/2012*

Membership Annual Reports (if no county board structure)

- *Mailed to division financial secretary in latter part of 2011*
- *Division financial secretary returns to state by 1/15/2012*
- *State secretary sends to National Secretary by 3/15/2012*

I am anticipating no changes from the process that was used last year for membership reporting. However, as soon as I am aware of any changes to the process made by the National Board, I will alert you via email.

In the meantime, feel free to reach out to me via email or by phone. My contact information is on this letterhead for your convenience.

Your end of year membership report forms should be mailed out to you sometime during the latter part of 2011. I am looking forward to working with all of you over the course of the next two years.

Yours in Friendship, Unity and Christian Charity,

Ellen McCrane

PA State Secretary

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